



Program Coordinator

Primary Responsibilities:

- Assist in program planning.
- Establish relationships with partner organizations.
- Maintain participant, exhibitor, speaking database.
- Work with Marketing and Design on print materials.
- Schedule training and secure sites.
- Monitor participant registration.
- Assist with program marketing and other tasks as assigned.

Experience:

- Demonstrated success in public communications efforts.
- Strong interpersonal and teamwork skills.
- Exceptional writing, research and verbal communication skills.
- Attention to detail and ability to work independently.
- Immediate ability to use such programs as: Word, Excel, Outlook, Publisher, and PowerPoint.